



WESTBURY PARISH HALL CHARITY

Meeting of Westbury Parish Hall Charity and Westbury Community Shop Committee and Westbury Village Hall Association on Monday 14th November 2016 at Westbury Village Hall at 7.00 pm

Welcome	Key points/ Actions
<p>CK chaired the meeting and changed the order of the agenda to accommodate VHW who had to leave early.</p>	
<p>25/16 Members present WPHC James Stone (JS), Sue Barrett (SB), Cathy Knott (CK) WSC Sue Lucas (SL) and John Heal (JH) WVHA Vicky Hope-Walker (VHW) Apologies received from: Ian Wakeford (IW) & Suzie Walton (SW)</p>	
<p>26/16 Disclose any conflicts of interest relating to the Agenda None disclosed</p>	
<p>27/16 Approve and sign the lease agreement between WVHA and WPHC A discussion was held regarding Appendix 1 & 2 and JS amended. An agreement was made between WSC and WVHA regarding shared costs.</p> <p>It was agreed for JS to amend the lease during the meeting and circulate for checking and signing after the meeting.</p> <p>It was agreed that a checklist should be put on the kitchen wall similar to the one in the hirers agreement for people to refer to.</p> <p>The fly catcher in the kitchen needs a new lamp. It was agreed to ask Robin Bone where it was purchased from and ascertain whose responsibility it is to replace it.</p> <p>VHW left the meeting.</p>	<p>JS</p> <p>SL to ask Ken Thurlow for a copy of hirers agreement</p>
<p>28/16 Approve the minutes of the meeting between WPHC & WSC held on Wednesday 26th October 2016 The minutes were agreed and signed.</p>	
<p>29/16 Actions from previous minutes WSC are purchasing an exterior notice board to go on the fence around the bins and will ask Ken Thurlow if he could let them have a weekly timetable to put on it. JS will speak with Graeme Cook (Manager at SugaRich) regarding a similar volunteer arrangement to Waitrose. The telephone number for SugaRich is on the first aid box (to be called if the defibrillator is required).</p>	<p>Request weekly timetable from Ken Thurlow</p> <p>JS - SugaRich</p>

<p>Susanne Ashley has been reinstated as Shop Manager and Jane is now sharing hours with her.</p> <p>A bolt has been fitted on the hatch door between the shop and the kitchen making it more secure.</p> <p>SB will confirm with Beachborough if the shop sign on The Green can be placed on the grass near the entrance to the school or outside The Hermitage whilst the Christmas lights are on.</p>	<p>SB</p>
<p>30/16 Approve and sign lease agreement between WSC and WPHC</p> <p>As with item 27/16.</p> <p>JS answered several queries on clauses.</p> <p>It was agreed for JS to amend the lease during the meeting and circulate for checking and signing after the meeting.</p>	<p>JS</p>
<p>31/16 Promoting the volunteer community</p> <p>SL reported that WSC had held a volunteer meeting which had gone very well. They have noticed more consistency with volunteer help recently.</p> <p>They realise that need to employ somebody to work in the shop all the time backed up by volunteers. A newsletter (aimed at volunteers) will be drafted and they will hold quarterly meetings to keep everyone up-to-date.</p> <p>WSC have been in touch with Plunkett and Heart of Bucks regarding funding. Power to Change are running free workshops including employment law and governance which SL has been attending. She is also encouraging other committee members and staff to attend.</p> <p>SB advised that Paul Winks had previously submitted an application to the lottery for shop staff funding but was asked to resubmit once the shop had been trading for 18 months. CK will look for the application and send to SL.</p>	<p>CK</p>
<p>32/16 Meeting dates</p> <p>It was agreed to hold two meetings per year with WCS and WVHA.</p> <p>The next meeting will be held on Monday 13th February 2017.</p>	
<p>33/16 AOB</p> <p>SL asked if they could invite their suppliers to the Christmas “do” on 7th December. All agreed this was a great idea. CK advised that she would check with the dance tutor to see if the dancers will have enough room if there are tables around the outside of the hall.</p> <p>SB advised that the parish council are purchasing a root ball Christmas tree to be planted outside the hall which we will decorate.</p> <p>It was agreed to sign the leases out of the meeting once the amendments have been checked.</p>	<p>CK</p> <p>JS</p>

The meeting closed at 8:10 pm